



Joseph V. Doria, Jr.
Chairman

Marge Della Vecchia
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 5/19/08

JOB TITLE: Loan Originator II
RANGE: (R9)
DIVISION: Single Family Programs
FL STATUS: Exempt ☐ Non-Exempt ☒
UNION STATUS: Professional Unit ☒ Administrative Unit ☐ Non-Union ☐
EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Under supervision of the Loan Origination Supervisor, meet with prospective borrowers to explain the HMFA's eligibility criteria for mortgage loans; check applicants' loan applications for completeness; meet with developers and sponsors to discuss HMFA guidelines and qualification procedures; assist with the Division's outreach activities by giving presentations at seminars and conventions concerning housing programs and the Reverse Mortgage Program; perform other related duties as required.

MINIMUM REQUIREMENTS

EDUCATION / EXPERIENCE:

Two (2) year degree and (5) years of business experience; or an equivalent combination of both education and experience that meets the required knowledge, skills and abilities.

SKILLS:

Knowledge of Single Family program guidelines; ability to perform financial calculations on debt to income ratios; ability to analyze financial statements; ability to establish and maintain effective working relationships; ability to accurately enter and retrieve computer data; and ability to maintain a positive work atmosphere in an appropriate manner of behavior that ensures cooperation and effective communication with customers, clients, peers and management.

Other requirements: Extensive driving is required, some of which is done during evenings and weekends.

BENEFITS

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; pension plan; personal, sick and vacation days; tuition reimbursement and thirteen (13) paid holidays.

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: hrjobs@njhmfa.state.nj.us
THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.